



TLC Board Meeting Minutes

Thursday, May 20, 2004

1:30 p.m. - 3:00 p.m.

Location: TLC Classroom - Tempe Public Library

Attending:

Gretchen Maynard, TLC Staff	Sylvia Cardenas, ITD
Wydale Holmes, TLC Staff	Jon O'Connor, HR
Whitney Brown, TLC Staff	Martin Sparr, Public Works
Tom Gallier, Water	Amy Douglass, Museum
Aaron Peterson, PD	Jan Koehn, Development Services
Teri Metros, Library	Mary Fowler, Cultural Services
Andrea Gattorna, ITD Training	

Absent:

Mike DeVirgilio, Fire
Karen Huffman, Finance

Fulfillment of Service Terms, 2001 - 2004:

Board members rotating off the board as of July, 2004:

Mike DeVirgilio, Fire	Kirk Klepfer, Public Works	Aaron Peterson, PD
Tom Gallier, Water	Teri Metros, Library	Karen Huffman, Finance
Ron Smith, ITD		

- Karen Huffman has not been in attendance most of this year due to illness and asked to remain on the board. Board agreed to this term extension.
- Discussion of Mary Fowler's change in departments from Community Relations to Cultural Services. Board felt that Mary's change in department status should not affect her ability to serve out her complete term.
- Gretchen asked board members to email specific recommendations for new board members.
- Outgoing TLC Board members were asked to attend the next meeting to be acknowledged for their service and welcome new board members.

Mentoring Program

TLC was asked to develop the application and implementation process for the Diversity Steering Committee's city-wide mentoring program.

- Aaron Peterson reported on his presentation to the Diversity Steering Committee.
- Materials presented included Applications (2); Process Roadmap; Timeline for project implementation.
- Next steps in the process require the Diversity Steering Committee / Diversity Department to advertise and administer the project.
- Gretchen thanked the committee members for fulfilling TLC's portion of this project.

Committee members:

Aaron Peterson, Chair Mike DeVirgilio, Fire Tom Gallier, Water
Kirk Klepfer, Public Works Andrea Gattorna, ITD Training

Tuition Reimbursement Policy

- Mary Fowler suggested a revision in the current Tuition Reimbursement Policy to accommodate employees who have advanced degrees. Mary proposed expanding the range of what is eligible for reimbursement to include professional associations that would allow employees to stay current in their field.
- Teri Metros explained that librarians do not have specific degree programs that they can attend but would benefit from library programs that would enhance their ability to provide greater service to customers.
- Gretchen asked Mary and Teri to prepare a proposal on this topic to present to the City Manager for consideration. Wydale Holmes will staff this assignment.

Care Fair - Review

- The Board discussed the success of April's Care Fair. Because of time and expenses, there was a discussion that the city should consider holding the fair every other year versus yearly.
- Tom Gallier pointed out that the fair was the only social event that the city has sponsored for employees for the past two years.
- Gretchen said she would contact Laura Guerrero who coordinates the fair to get final expenses numbers.

ITD Training Update

Office 2003:

- ITD Training is ramping up for the installation of Office 2003.
- Excel will be similar; Outlook has a completely new interface.
- Andrea is working closely with the BA's who will be working on the type of city-wide training to offer - either mandatory or optional.
- Andrea offered to give the TLC Board members demonstration of Office 2003 at the next meeting.

Shared PC Users:

- ITD is transitioning 24 computers through the city
- There are approximately 180 users due to the success of the email advisors program.

Blended Learning Goal:

- Andrea is working closely with TLC to research the use of blended learning methodologies in the classroom.

Department Training - Roundtable Discussion:

Board members reported on department training needs (if applicable)

- Amy Douglass is serving on the Women's Task Force and recommended that TLC provide some training on focus group facilitation.
- Aaron Peterson is working with an outside vendor to provide PD employees with 8 hours of online training in specific categories. He would like a link in Training Server.
- Teri's library staff needs Personal Safety classes. Community Services is in the process of providing staff with SOLVE training. A core group of in-house trainers will be facilitating this class.
- Teri is coordinating the installation of wireless connections throughout the library building.
- Gretchen stated that TLC would like to host a Media Training program. Mary Jo West has agreed to provide the training and TLC would like Mary Fowler to assist in defining specific challenges that Tempe employees have with regards to dealing with the media. This training is being targeted for August.

TLC Multi-media Classroom Update

Gretchen reported that a vendor had been selected to install the 'mediated lectern' for the classroom. TPI (Technology Providers, Inc.) will install the system during the last week of June.

The TPI Contract may be used by other departments that need to upgrade their multi-media systems.

Education Partnerships:

- Wydale reported that employees completed their academic degrees will be honored by the mayor at the next City Council Meeting on June 10th.
- Our current education partnerships through Gateway, Associates and ASU ./ BIS degrees have completed their degree programs.

MST Update

- The MST Series will continue to be offered on a quarterly basis.
- The majority of the participants in MST I and II are now non-supervisors vs. supervisors.
- Faculty training needs to continue to handle non-supervisory concerns/comments from participants.

